

**INFORMATION TECHNOLOGY
RESOURCE MANAGEMENT COUNCIL (ITRMC)
MEETING MINUTES
(Approved by Council)**

July 21, 1999

8:30 a.m. East Conference Room, Joe R. Williams Building
700 West State Street, Boise, Idaho

The July 21, 1999 meeting of the **Information Technology Resource Management Council** (ITRMC) was held in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

CALL TO ORDER, WELCOME

The meeting was called to order by **Pam Ahrens**, Council Chairman, who welcomed members and guests present.

ATTENDANCE

Members/Designates Present:

Ms. Pam Ahrens, Chairman
Mr. Ken Harward, Local Government Rep.
J.D. Williams, Elected Officer Rep.
Mr. John Peay, Judiciary Representative
Sen. Hal Bunderson, Idaho Senate
Mr. Eric Beck, Agency IS Representative
Dr. Marilyn Howard, Supt. of Public Instr.
Dr. Gregory Fitch, State Bd. of Education
Ms. Cindy Siddoway, Rural Interests Rep.
Rep. Randy Hansen, Idaho House
Rep. Bert Marley, Idaho House
*Mr. Keith Bumsted, Agency Exec. Officer
*Mr. David Humphrey, Agency Exec. Officer
*Hal Turner, Elected Officer
*Dave Rich, Public Safety Alternate

Absent Members:

Sen. Clint Stennett, Idaho Senate
Mr. Ed Strickfaden, Public Safety Official
Mr. Dwight Bower, Agency Exec. Officer
Mr. Karl Kurtz, Agency Exec. Officer
Mr. Raymond Sasso, Private Industry Rep.
Mr. John Peay, Judiciary Representative

**Designate*

Others Present:

Mr. Rick Gerrard, U S West
Mr. Steve Stewart, Metamor
Mr. Ken Miller, The Idaho Statesman
Mr. Ron Pisaneschi, Idaho Public TV
Mr. Jerry Bassett, Dept. of H&W
Mr. Jeff Shinn, Dept. Financial Managemt.
Mr. Mark Kuskie, Dept. of Education
Mr. Greg S.Gough, WGU University
Mr. Paul Jenkins, Tax Commission
Mr. Ed Howell, IPUC
Ms. Connie Spofford, IIC
Mr. Rick Townsend, Y2K Consultant
Mr. Rob Spofford, IDWR
Mr. Richard Nebekerr, IBM

Mr. Pete Aspinwall, IBM
Ms. Carol Silvers, ISL
Mr. Greg MacMillan, Computerland
Mr. Phillip Kettraba, IPTV
Mr. Jerry Engestrom, OSBE
Mr. Dean Merritt, Dept. of Insurance
Mr. Mark Little, Division of Purchasing
Mr. Laird Justin, SCO
Mr. Marshall High, Controller's Office
Mr. Mike Fisher, Y2K Consultant
Mr. Miles Browne, Project Team
Mr. Phil Crook, Project Team
Mr. Jeff Rompala, Project Team
Ms. Karen Bresnahan, Project Team

MOTION TO APPROVE, CORRECT MAY 26, 1999 MEETING MINUTES

Senator Hal Bunderson, Legislative Representative for the Council, moved that the May 26, 1999 Minutes be approved. Representative Bert Marley seconded the motion. Miles Browne, ITRMC Project Team Manager requested two minor changes be made; on page six, change state's to states and after financial, change inventories to incentives. Chairman Pam Ahrens called for a vote on approval of the minutes, to include corrections and the motion passed unanimously.

IDAHO PUBLIC TELEVISION DIGITAL TV REQUIREMENTS

Peter Morrill, General Manager for Idaho Public Television, gave a presentation to the Council on Idaho Public Television's Conversion to digital television.

"Digital television is coming, it's mandated and its capabilities are extraordinary," Morrill told the Council. Among the benefits he listed were improved high definition television, multi-casting opportunities and high speed data transmission. High definition television means improved picture quality. Multi-casting will allow up to four channels to transmit simultaneously. High speed data transmission will facilitate the use of interactive multimedia in private homes.

Idaho must begin the conversion to digital to avoid interruptions to and/or loss of current television services, according to Morrill. If we do nothing to convert to digital, he said, our state will loose both the digital service potential and our current analogue service, along with the use of 34 translators which allow television to be rebroadcast to rural communities.

Morrill explained that digital conversion is *mandated* by Congress and implemented by the Federal Communications Commission (FCC). Idaho has been assigned five new digital channel frequencies to

run alongside the current analog stations, which include KAID-TV (Boise), KUID-TV(Moscow), KCDD-TV(Coeur d'Alene), KIPT-TV(Twin Falls), and KISU-TV(Pocatello).

By May 2003, Idaho Public Television *must have* operational digital transmitters working, or the five digital channel frequencies will be *taken away* and auctioned off by the federal government as mandated by Congress in the 1996 Telecommunications Act and 1997 Federal Deficit Reduction Act. All current analog television *must be replaced* by digital transmission by the year 2006.

Television stations, both commercial and public, are moving forward with conversion plans, he said. By October of 1999, the top 30 television markets nationwide will be digitally operational.

Morrill emphasized that the future of Idaho Public Television depends on meeting the digital requirements. IPTV must certify their intention to go digital by April 1, 1999, or the Corporation for Public Broadcasting will begin a process of decertification and loss of federal base grant support, which amounts to 18 percent of IPTV's operating budget.

Compared to other states, Idaho's estimated digital conversion budget of 11 to 13 million, which will extend over a three year period from 2001 to 2003, is economical, he said. The State of Ohio plans to spend 26 million, South Carolina 30 million, and Nebraska will spend 60 million to complete the conversion.

In an effort to keep conversion costs at a minimum and avoid duplication of services, Morrill revealed that KAID-TV and KTVB-TV are discussing the possibility of sharing the cost of a new, larger transmission tower on Deer Point. A larger tower is needed by both stations to support the digital signals. The joint venture will save each station one half million dollars, he said.

Representative **Randy Hansen** inquired as to what has been done so far in the conversion process.

Morrill explained that IPTV started working with the Department of Administration two years ago on a grant to improve the microwave services and that project is well underway. Funding is already in place for digital connectivity from Boise to Moscow and the next step will be a project funded by the Department of Administration for connecting Boise to Pocatello, which he estimates is one-third complete. In addition, IPTV has hired two positions related to digital; an engineer and an administrator came on board in March of 1999.

ACTION ITEMS

Sen. **Hal Bunderson**, Legislative representative to the Council, inquired if Morrill could write a letter to the six television stations in Idaho with facilities at Deer Point, suggesting a partnership be established between them to share digital conversion costs. Morrill agreed to do so and will send Bunderson a copy.

Chairman Ahrens requested that Morrill prepare a report describing the differences between analog and digital television and describing the overall conversion plan. It would be helpful for the Council, she said, to see graphics on the subject to understand the way money goes into the infrastructure and how it will be interfaced with telecommunication capabilities statewide.

Ahrens told the Council that digital TV connectivity requirements are part of the *trunk digital radio system* being developed for the statewide microwave backbone that will be used by emergency communications personnel, local and state government.

DEPARTMENT OF LANDS GIS PRESENTATION

A State Agency Central Lands Records System is currently being developed in a cooperative effort between several state agencies, using Geographic Information Systems (GIS) technology as an integration tool which can link together all the land ownership information for the State of Idaho.

Dave Gruenhagen of the Idaho Department of Lands gave a presentation on the use of GIS technology as a land records tracking and analysis tool. GIS is a database tool which will connect information from various data sources, including federal, private, county, city and state agency. Gruenhagen began his talk by identifying the key goals of the Lands Records System as:

- **accessing lands records at all levels of government**
- **allowing queries and analysis for planning and decision making**
- **using government resources wisely**

He said *cooperation* is the key necessary for the development of the statewide records system along with a stronger reporting system within state agencies.

Benefits of GIS, according to Gruenhagen, include rapid data display, integration of different formats and display of spatial relationships. “You can take many different data bases with different formats and integrate them together, as long as you have some spatial link or reference, for example an address,” he said.

In the process of developing the Central Lands Records System, Gruenhagen said discussions are continuing between the Department of Lands, the Bureau of Land Management and the Forest Service, who are working cooperatively on ways to share information more effectively and integrate existing agency records into a centralized statewide Lands Records System.

He then turned the presentation over to **Bob Smith**, Idaho Department of Lands, for a slide demonstration on Geographic Information Systems (GIS) information tracking.

Ninety five percent of all the roads and highways in the state are linked with addresses and approximately 60 percent of the state’s geographical areas have been recorded using digital/ortho photos, which are often more current than maps, said Smith. The combined input of addresses and photos, along with other data, will make it possible on the computer to “zoom in” or enlarge any specific location in the state for close-up examination and comparison of information. Smith pointed out that GIS technology can display the topography as well as ownership of lands, square footage and cost per square foot.

Information on “human demographics” will also be available from the Department of Health and Welfare, so it will be possible to identify, for example, the location of age groups in relation to areas throughout the state, Ahrens noted.

Marshall High, State Controller's Office, said "The real issue is that every agency maintains its own list of properties and they are scattered around in different formats. We are talking about getting to a point where we can collect the property in a central database and getting a whole picture of the states physical aspects."

High applauded the cooperative efforts between the Department of Administration's Division of Public Works, Department of Lands, the Controller's Office and the ITRMC Project Team.

Chairman Ahrens explained, "Our vision is that at some point all the agencies could communicate with each other more effectively."

She cited an example of a law enforcement officer who could respond more effectively in an emergency such as an oil spill by having access to a greater amount of data from all state agencies. The shared databases of the GIS Lands Records System will build upon current information and fits within the guidelines of the ITRMC Information Technology Plan, she added.

The new GIS Coordinator for the ITRMC Project Team, who will come on board in August 1999, would most likely coordinate the ongoing relationships between all the various data sources, said Ahrens. This year's legislature approved the position for coordinating GIS issues at a state level between federal, city and county governments. A similar GIS position at the federal level is scheduled to be filled by October 1999.

On a final note, Project Team Manager **Miles Browne**, reported that the University of Idaho has obtained a grant to study GIS Information Systems and the Project Team is following their progress.

WESTERN GOVERNOR'S UNIVERSITY (WGU)

Greg Gough, Director of Enrollment for Western Governor's University, gave a brief description and summary of programs available through his "virtual" university, which is delivered over the Internet.

Western Governor's University was formed in January 1997 by Governor Leonard of Utah and then Governor Romer of Colorado. It operates on a premise of "competency" based credentials, as opposed to traditional "credit based" credentials. In plain language, if you pass the WGU assessments, you will receive the academic credentials. He described their main premise as an attempt to provide "access to educational opportunities anywhere, anytime and anyplace."

Since WGU officially opened their "virtual" doors in September of 1998, nineteen Governors have endorsed the initiative. Gough said it is a full service university with a present enrollment of an estimated 300 students. Potential students are able to view a catalog of over 500 courses by 35 providers. Currently they offer four degrees, including an Associates Degree in Applied Science/Electronics Technology, Associate of Arts in General Education, Associate of Applied Science and Network Administration, and a Master's Degree in Living with Technology (designed for K-12 Teachers).

An Inter Regional Accrediting Committee was formed recently to look at accrediting standards for WGU, since they were granted eligibility status in April of 1998. Gough said the university is growing steadily and has hired Bob Mendenhall as the new CEO.

Chairman Ahrens inquired about the IT training applications for Idaho state employees.

Gough explained that 60 students from the State of Utah are currently taking courses in Network Administration. WGU is proposing a similar arrangement for Idaho State Employees, to be offered as a possible training option. He emphasized the training program works well for students who are self-motivated, independent learners.

REVIEW OF Y2K MID-YEAR STATUS REPORT TO GOVERNOR

Chairman Ahrens reviewed the final draft of the Mid-Year Y2K Status Report and accompanying letter to Governor Kempthorne in addition to *Public Awareness Proposals* prepared by a work group of major state agency Public Information Officers and the project team. The report was compiled by the project team at the direction of the Council to assess the progress and end of the year projections for Y2K remediation processes being completed by state agencies. **Ahrens asked the Council for further discussion on the report and there was none. With the Council's approval, she recommended the documents be forwarded to Governor Kempthorne.**

NEW ITEM: EMPLOYEE FLYER

On an additional note, Ahrens invited **Pat Wynn**, Communications Manager for the Department of Administration, to talk briefly about possible use of a Y2K information handout for state employees, similar to one used by the State of Maryland. The flyer, an overview of state agency activities, could be distributed to State of Idaho employees through paychecks, with a detailed follow-up item to be given out in October of 1999. Chairman Ahrens requested a final draft of the employee flyer be prepared by Pat Wynn for potential use.

Y2K PROGRESS IN PUBLIC SCHOOLS

Mark Kuskie, Y2K Project Leader and Supervisor at the Department of Education's Bureau of Technology Services, gave a presentation on the status of Y2K Preparedness in Public Schools. Kuskie reported that he is confident the Department of Education is fairly close to Y2K readiness, as are the school districts.

Over the past six months, he has met with superintendents throughout the state, where discussions were held on ways to plan for potential Y2K related problems, such as power outages and fuel supply shortages for school buses. Kuskie said he has encouraged the schools to buy software which checks computer hardware for problems.

During August, he said the school districts throughout the state plan to go to a "Y2K environment" where they will copy all their data to a new server and run comparison tests with the current system.

Y2K UPDATE

Miles Browne, reported that he participated in a Y2K discussion at a July meeting of the Association of Idaho Cities. He said more people seem to be comfortable that the state is prepared for Y2K and the issue now has become a question of what private citizens need to do to prepare.

Rick Townsend, Y2K consultant for the Project Team, updated the Council on the current status of state agency Y2K readiness. Townsend said agencies continue to provide monthly updates on identified Mission Critical projects; ie. those activities which could impact the state's financial stability and/or public safety. He reported many agencies are completing their remediation testing and reporting 100 percent.

Representative Hansen said he would like to understand more about what the testing really means in order to make sure programs are in place at all the agencies.

J.D. Williams, Controller's Office, said the fiscal year transfer went very well, however there remain a few calendar sensitive dates in 1999. He emphasized that 100 percent on testing means agencies have done "everything they can do *right now* to prepare, but we can expect things to happen that we did not anticipate, and hopefully we will be prepared because of the work that has been done so far."

Townsend said *Agency Business Continuity and Contingency Plans, are due to be completed by July 31, 1999*. He related to the Council that several agencies are somewhat behind in their progress and emphasized the importance of assisting them in completion of their plans.

Representative **Bert Marley** inquired if agencies are going back to double check results of Y2K tests. Townsend said some agencies have had independent audits done, but there has not been a cohesive plan for all agencies to do so. Miles Browne added that agencies have not been asked formally which ones have completed independent verification of their testing.

J.D. Williams said his biggest concern is the need for independent verification of testing at the agencies. "This is something that needs to be done; not relying on agencies. It doesn't make any difference if one agency is 100 percent and one isn't. If there is a problem, everybody is going to be involved in it," he said. Williams said the state may want to consider doing a Y2K test across all agencies.

ACTIONS ITEMS

Chairman Ahrens requested the Project Team send out a reminder letter to all the agencies concerning the July 31, 1999 due date on *Business Continuity and Contingency Plans*.

Also in the letter, she specified that information should be obtained on which agencies have had independent verification or outside audits performed. Representative Marley added that the information should include a description of the type and scope of testing done.

In addition, **Mike Fisher**, Y2K Consultant, updated the Council on one sample of the **public's perception of Y2K**. Fisher read from a Hazard Analysis Summary he obtained at the Nez Perce County Office of Emergency Management written in March of 1999. The flyer described a general trend to "fix on failure" rather than research, followed by a prediction of "major isolated

disruptions” in the summer of 1999, and “major multiple disruptions” for December 1999 to January 2000. Fisher said the flyer was accompanied by a recommended listing of family disaster supplies.

FINAL DRAFT STANDARDIZATION POLICY

A scheduled vote on the Draft Standardization Policy was tabled by the Council, due to the need for further discussion on questions presented to the project team by Council Member Gregory Fitch, State Board of Education. Chairman Ahrens made the decision to postpone the issue until the September 1, 1999 ITRMC meeting, to allow the Project Team to respond to Dr. Fitch’s concerns.

ELECTRONIC COMMERCE ACITIVITIES

Phil Crook, Project Team, reported to the Council on the status of E-Commerce Activities. A meeting of the *E-Commerce Work Group* was held on June 21, 1999 to discuss the goals and overall direction for formulating a statewide E-Commerce Plan and to review the initial draft of the Idaho E-Commerce Plan provided by the Project Team.

A presentation was made by Phil Crook on the **Access Idaho Project**, a plan to establish a framework to link together existing agency web sites by the use of a “portal” or central point of accessibility. The portal will provide better access to and improved organization of information about state agencies by establishing a partnership with a “portal provider.” Members viewed on-line samples of Internet Web Sites which are currently being used by eight other states, who have organized their information resources into a centralized web site, or portal.

At the meeting, **Brandon Lenoir**, Controller’s Office, presented a report he had written for his department. The work group directed the Project Team to incorporate Lenoir’s document into the E-Commerce document and modify the draft E-Commerce Plan.

Crook said the Access Idaho portal bids are due to the Department of Administration’s Division of Purchasing by July 30, 1999. The Project Team is currently working on finalizing the answers to questions submitted at a pre-bidders conference on July 9, 1999. The next step, he said, will be the formulation of an *Evaluation Team* for the portal provider.

PROJECT TEAM STATUS REPORTS

Miles Browne, Project Team Manager, gave the Council an update of ongoing Project Team Activities:

◆ Enterprise Microsoft Agreement

Work continues on the Microsoft Contract negotiations for upgrading desktop and back office software. The project team is in the process of identifying the State of Idaho as an enterprise and putting together an agreement with Microsoft which would save money on the purchase of upgrades. The Departments of Labor, Health and Welfare, and the State Tax Commission each have individual agreements with MicroSoft. Currently, state officials are working with

Microsoft on the inclusion of telephone service within the agreement, and they are close to finalizing the contract, said Browne.

By putting this in place, Browne said, agencies will be able to automatically upgrade to the latest software and eliminate problems associated with document sharing between older and newer versions of software. In addition, the contract will benefit training, since it would require training on fewer types of software, added project team member Phil Crook.

“We are real close to finalizing this, which helps us take giant steps in looking at ourselves as an enterprise,” remarked Browne.

Eric Beck, Department of Labor, indicated his support of the contract agreement, adding that it would eliminate the threat of lawsuits.

◆ **GIS Job Candidates**

Resumes of 28 qualified candidates have been reviewed and phone interviews were conducted with seven people. Arrangements have been made to bring two finalists to Boise for interviews and a conference with GIS state agency officials the first week of August. A decision is expected by the end of August.

◆ **Project Team Assistant replacement.**

Browne introduced **Karen Bresnahan** to the Council as the new Project Team Assistant to replace Pat Wynn, who was recently named Communications Manager for the Department of Administration. Karen is a University of Idaho graduate with a background in Communications, journalism and photography.

◆ **Document Management**

The Contract for document management has been awarded to **CBSI (Corporate Business Systems Incorporated-formerly IIG)**. They met recently with the Department of Water Resources to set up a program there. A *Contract Management Team* is currently being developed by the Division of Purchasing, with the assistance of the Project Team. Other agencies are also beginning to meet with CBSI. The agreement includes three products; Filenet, ET Docs and Zerox along with consulting services for state agencies.

◆ **Contracts and Services**

Mark Little, Division of Purchasing, updated the Council on the monthly agency Contracts and Services Report. He noted there are only two changes in the report from last month. The Impact Innovations Group awarded the Cisco equipment and maintenance contract to Micron Internet Services and U S West. The portal provider RFP contract is out and awaiting assignment. Chairman Ahrens noted that the report should reflect extensions for the Netscape and AT&T contracts.

NEW ITEM: DESKTOP LIFECYCLES

Chairman Ahrens inquired if there were any additional contract ideas. Miles Browne indicated he

has had discussions with **Rob Spofford**, Department of Water Resources, regarding whether the Council would consider making a recommendation on **desktop lifecycles**, with the suggestion of a

three year replacement cycle. Browne said most agencies are attempting to recycle their desktops on a 36 month basis. Spofford said this idea would tie in with the Standardization

Policy and MicroSoft Contract. "If you're going to invest in technology, you need to invest in it on an ongoing basis," said Spofford.

Bunderson suggested the Council put forth a long-range plan for software and hardware upgrades.

Chairman Ahrens asked if Rob Spofford could put together a couple of paragraphs, for consideration and possible incorporation into the Information Technology Plan. Additionally, she asked for a recommendation from **Eric Beck**, Department of Labor, as to the addition of software and hardware information to be added to the IT Plan.

NEW BUSINESS AND ADJOURNMENT

J.D.Williams informed the Council about an upcoming November 11 meeting of NECCC (National Electronic Commerce Coordinating Council). Ahrens indicated there may be a need to consider changing the scheduled November 10, 1999 ITRMC meeting, due to the proximity of the NASIRE meeting. Being there was no other new business to come before the council, Chairman Ahrens adjourned the meeting at 12:00 noon.

Respectfully Submitted,

Karen Bresnahan
ITRMC Project Team

Next Meeting: Wednesday September 1, 8:30 to 11:30 a.m., East Conference Room, Joe R. Williams Building, 700 West State Street, Boise, ID.

7/29/99kbwdoc/council/min/7-21mts.doc